

**MARYLAND AVIATION ADMINISTRATION
Office of Procurement
P. O. Box 8766
Baltimore/Washington International Thurgood Marshall Airport
Maryland 21240-0766**

January 7, 2015

**Addendum No. 1
Expression of Interest**

**MAA-AE-15-002
Comprehensive Construction Management and Inspection Services at
Baltimore/Washington International Thurgood Marshall and Martin State Airports**

TO ALL PROSPECTIVE OFFERORS:

This addendum is to provide further clarification to the Expression of Interest (EOI). To the degree that this Addendum is inconsistent with the EOI, the terms of this Addendum shall take precedence. In all other respects, the EOI remains unchanged and its terms and conditions are hereby reaffirmed.

All addenda should be acknowledged on the attached Acknowledgement of Receipt and included with the Expression of Interest. Failure to acknowledge receipt of addenda does not relieve an Offeror from complying with terms of any such amendments.

OFFER DUE DATE

**Expression of Interests are due no later than
12:00:00 p.m., Local Time, January 26, 2015**

It is recommended submittals be delivered by hand or commercial delivery service to:

**Ms. Norie A Calvert
Office of Procurement and Contracts Management
Fourth Floor, C-405
707 North Calvert Street
Baltimore MD 21202**

This Addendum No. 1 consists of 4 pages including the following attachment:

Expression of Interest:

1. Attachment 1 - Acknowledgement of Receipt (1 page)

I. Revisions/Clarifications:

A. Page 2

Remove: No response received after 4:00:00 P.M. EST on the date specified for a Project will be accepted, no matter how transmitted.

Replace with: No response received after **12:00:00** P.M. EST on the date specified for a Project will be accepted, no matter how transmitted.

B. Page 6

Remove: The eleven (11) Key Staff will be:

Replace with: The **fifteen (15)** Key Staff will be:

C. Page 10, #11

Remove: RESPOND BY: January 16, 2015, prior to 4:00:00 P.M. EST

Replace with: RESPOND BY: **January 26, 2015, prior to 12:00:00** P.M. EST

II. Responses to Questions from Firms:

Q1. The attached advertisement requests 11 Key Staff positions, but then lists 15 different positions. Do you want 2-page resumes for all 15 of these positions or just the first 11 positions?

A1. Yes, 2 pages for all 15 positions refer to I.B above.

Q2. Regarding instructions for item #8 of SF255, are the similar projects limited to two pages for each project for a total of 20 pages or two pages total for all ten projects?

A2. Total of 2 pages for all 10 projects

Q3. Regarding instructions for item #7 of SF255, please confirm that key staff resumes are limited to two pages per individual, which is a not-to-exceed of 30 pages.

A3. Confirmed, however a third page may be added – see response to question 4 below.

- Q4. Regarding item #7 Key Staff resumes, in addition to including experience performed within the past five years, are we permitted to supplement this recent experience with relevant projects older than five years?
- A4. Yes, earlier relevant experience may be included. This information shall be limited to one page for each key staff and be marked as "Supplemental Experience"
- Q5. The RFP lists 15 Key Staff positions. Can you please clarify how many pages the resumes should be and confirm that there are 15 key staff positions?
- A5. Please refer to A1.
- Q6. The solicitation requires certain key staff to possess registration as a Professional Engineer or Architect in the State of Maryland. May we submit the resume of an individual who currently is registered in a state other than Maryland, but not in Maryland as of the Expression of Interest due date, as long as that individual obtains registration in Maryland before the submission of our Technical Proposal?
- A6. Yes.
- Q7. The note in Section I.A.4 states that the US Government forms are to be completed with standard size typing. Can you please tell us what MAA's standard font and size are?
- A7. The font should be Times New Roman 12.

End of Addendum No. 1

A. **ACKNOWLEDGEMENT OF RECEIPT**

ADDENDUM NO. 1

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

MAA-AE-15-002

**Comprehensive Construction Management and Inspection Services at
Baltimore/Washington International Thurgood Marshall and Martin State Airports**

The undersigned acknowledges that **Addendum No. 1**, dated January 7, 2015, to Maryland Aviation Administration Specifications for Contract No. MAA-AE-15-002 has been received by the undersigned and will be incorporated in all copies of said specifications in the possession of the undersigned.

It is understood that all EOIs submitted in response to MAA-AE-15-002, will be presumed to be based upon full knowledge of the contents of **Addendum No. 1**.

(Company Name)

By: _____
(Signature-Authorized Official)

(Title)

(Date)

**NOTE: PLEASE SIGN AND DATE THE “ACKNOWLEDGEMENT OF RECEIPT”
AND RETURN IMMEDIATELY VIA FACSIMILE: 410-694-6290.**